

ND RYAN WHITE PROGRAM PART B
NORTH DAKOTA DEPARTMENT OF HEALTH

RECORD RETENTION

The North Dakota Ryan White HIV/AIDS Program Part B record retention recommendations are as follows:

- Records of **deceased** clients must be kept for **six months** preceding death.
- Records of **inactive** clients must be kept for at least **two years** after departure from the program.
- Case management agency may choose to follow their record retention policy in regards to the North Dakota Ryan White Program. However, it is encouraged that records should be kept as long as the prior recommendations. Ryan White Coordinator must be notified of the death of a client, or client inactivity and reason.
- The ND Ryan White Program will retain records of all inactive clients.